

This is your periodic update on all things EDMS, DEQ's Electronic Document Management System. Stay updated on the EDMS Redesign Project status, timelines, and latest news.



Preview of new EDMS video coming soon

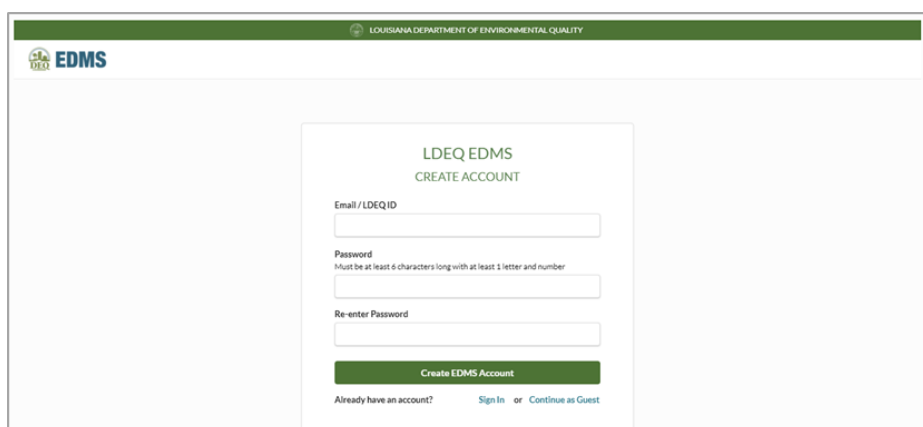
Look for a short preview video of the new EDMS coming in January! In the video, you will see some of the new features and screens of EDMS. The video will be available on the EDMS homepage and other LDEQ communication methods.



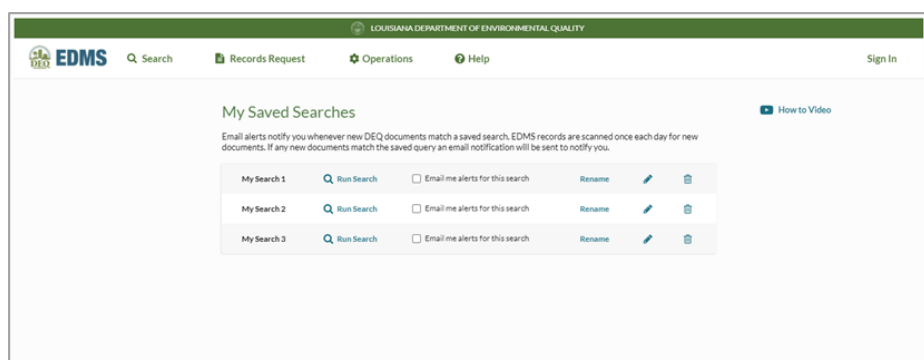
New MyEDMS gives users additional capabilities

Users of the new EDMS will be able to set up saved searches and receive email notifications on specific search parameters. LDEQ employees will automatically have access to MyEDMS, while public users will have the option to set up a MyEDMS account in order to use these features.

To set up an account and log in, public users will access the **Create Account** page that requires an email address as a login ID. LDEQ users will use their ID to access EDMS.



The **Saved Search** screen provides a list of saved searches based on the parameters the user has created. On this screen, users will be able to run their searches, edit search name and criteria, and click to receive email notifications when a new document in EDMS matches their search criteria. Email notifications will be sent when there is a new document that meets a specific search criteria.



The opinion survey in June 2020 provided a preview of the new features of MyEDMS and the project team received overwhelmingly positive feedback. Here are a few of the comments we collected:

“This email feature for new documents being added seems extremely useful.”

“I especially like the email alerts for documents recently added to EDMS. It would definitely cut down on the time it takes to research looking for documents now.”

“Would love to see this feature added!! Currently, I just look in every week to see if anything new is listed on our AI#.”

Want to learn more?

Stay tuned for project updates on the EDMS homepage and periodic articles in the *Discover DEQ* Newsletter.

Have a topic or question for the EDMS Redesign Team? Send us an email at edmsquestions@la.gov.